

APPROVALS

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description of Change
Baseline	1.0	March 4, 2008	Charter written.
Revision	2.0	November 9, 2008	Reformatted to comply with NODIS requirements.

1. PURPOSE

This charter establishes the Information Technology (IT) Management Board (ITMB), and sets forth its responsibilities, membership, and general operating guidance.

- IT Governance encompasses the structures, inputs, outputs, activities, decision rights necessary to facilitate the effective and efficient use of IT. NASA's IT governance model is consistent with the Agency's overall approach to governance.

By adopting a structured and holistic approach to IT Governance, NASA will be better able to enable NASA's mission by:

- Establishing an ongoing alignment of NASA's IT investments and management practices with its business requirements and strategic initiatives;
- Integrating mission and business processes and information across organizational boundaries ;
- Leveraging information technology to achieve greater efficiencies and security
- Ensuring that NASA's IT is implemented efficiently and effectively.

NASA's IT governance board structure provides complete coverage of the lifecycle of an IT investment from the initial decision to fund a proposed investment, to oversight of its implementation and operations, and decommissioning. Each of these lifecycle phases has associated with it unique milestones and metrics that require different activities and therefore different memberships. To address the wide-ranging decisions which occur throughout the lifecycle of an IT investment, NASA employs a three-board model, as follows:

- **IT Strategy and Investment Board (SIB).** This board makes decisions regarding IT strategy, investments (prioritization and selection), EA, and NASA-wide IT policies/processes.
- **IT Program Management Board (PMB).** This board makes decisions regarding application and infrastructure projects to ensure that investments approved by the IT SIB stay on track during formulation, design and implementation. This board's focus is on ensuring that the projects meet their cost, schedule, and scope commitments.
- **IT Management Board (ITMB).** This board makes decisions regarding performance, integration and other issues pertaining to operational systems. The ITMB also serves as a senior-level Configuration Control Board (CCB) for Agency infrastructure projects, reviewing and approving high-level infrastructure requirements.

2. APPLICABILITY/SCOPE

NASA's IT environment is organized into three major areas: IT infrastructure services; IT applications; and "Highly Specialized IT" (e.g., IT that supports avionics, guidance, navigation, flight controls, simulation, radar, etc). While some cross-cutting IT processes, such as IT security, apply to all three areas, the scope of the IT governance described in this document applies to IT infrastructure services and IT applications only. Lifecycle management of "Highly Specialized IT" is performed in accordance with NPR 7120.5, Space Flight Program and Project Management Requirements, and is subject to other governance and management processes.

The ITMB operates at the Agency level and addresses IT infrastructure initiatives and IT operations and maintenance.

3. AUTHORITY

The NASA Strategic Management Council (SMC) approved establishment of NASA's IT governance structure on September 14, 2007. NPD 2800.1B provides the authority for the ITMB.

NASA policies that are most relevant to the ITMB and its responsibilities are:

- NPR 7120.7, NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements;
- All 2800 series NPR's and NPD's (which all relate to managing Information Technology); and
- NPR 7150.2, NASA Software Engineering Requirements.

4. FUNCTIONS

The ITMB has the following responsibilities with respect to Agency-wide IT initiatives and operations:

- Ensure that the IT principles of mission enablement, integration, security, and efficiency are achieved;
- Ensure that Board decisions are made in recognition of budgeting, resource, and other constraints (e.g., compliance with federal laws, regulations, and policies);
- Assess impacts, issues, and risks, and make appropriate recommendations;
- Review operations metrics and other key performance indicators;
- Review and recommend high-level scope and requirements, and associated changes;
- Provide advice, counsel, and guidance to IT infrastructure project managers;
- Review and address recommended alternative approaches for handling cross-Center IT infrastructure issues; and
- Communicate support and commitment to stakeholders.

The ITMB Chair is responsible for:

- Ensuring effective and efficient ITMB performance;
- Coordinate with the ITMB Secretary in planning and conducting ITMB meetings, and in capturing minutes and actions; and
- Reporting on behalf of the ITMB to other governing bodies or NASA executive management, as appropriate.

The individual ITMB member representatives are responsible for:

- Reviewing pre-meeting materials;
- Participating in the ITMB meetings and related activities, speaking and voting authoritatively for their respective organizations;
- Working with the Agency CIO and other organizations to reach mutually acceptable resolutions.

5. MEMBERSHIP

The ITMB membership is non-rotating and includes the following organizations/roles:

- Agency CIO (Chairperson)
- Associate CIO, Architecture & Infrastructure
- Deputy CIO for IT Security
- CIO's from each of the following NASA organizations:
 - Aeronautics Mission Directorate
 - Ames Research Center
 - Dryden Flight Research Center
 - Exploration Systems Mission Directorate
 - Glenn Research Center
 - Goddard Space Flight Center
 - Headquarters
 - Jet Propulsion Laboratory
 - Johnson Space Center
 - Kennedy Space Center
 - Langley Research Center
 - Marshall Space Flight Center
 - NASA Shared Services Center
 - Science Mission Directorate
 - Space Operations Mission Directorate
 - Stennis Space Center

Ex-officio, non-voting members include:

- Agency Deputy CIO
- Agency Enterprise Architect
- Associate CIO for Policy and Investment
- Associate CIO for Enterprise Portfolio Management

The ITMB Chair may invite others with technical expertise to attend selected meetings, as needed, in an advisory and ex-officio, non-voting role.

6. MEETINGS

The ITMB will meet on a bi-weekly basis. A quorum is established when representatives for at least two thirds of the members participate in a meeting. If a designated representative is unable to participate then an alternate is acceptable. Alternates are expected to speak and vote authoritatively for their respective organizations. The Chair makes decisions on behalf of the ITMB after discovery, discussion and debate, if necessary.

ITMB meeting minutes, documentation of the proceedings and formal recommendations, will be maintained on an Agency CIO provided website. Briefing materials, action items and other supporting documentation will also be maintained on the website.

7. DURATION

This charter shall be in effect for a period of 3 years and will be reviewed and renewed as appropriate.

8. MEASUREMENT

The ITMB uses inputs from a variety of sources to support its deliberations and recommendations. These include but are not limited to:

- IT operations and maintenance status reports;
- Results of enterprise architecture reviews;
- Enterprise architecture and operations and maintenance management standards;
- Operational metrics and key performance indicators;
- Business cases;
- Scope documents, or other documents which identify high-level requirements;

Using these inputs, the ITMB will fulfill the responsibilities described above to ensure the effective and efficient use of IT across the Agency.

9. RECORDS

The NASA Chief Information Officer is responsible for the maintenance of this charter and all other records associated with the EMB.